

These Conditions of Use & Policies apply to all City Hall rentals

Please read through them carefully. If you have any questions please reach out to the Recreation & Culture department by phone or email. For after hour help call 403.320.3111

Proof of User Group Insurance must be provided to the Recreation & Culture department a minimum of 2 business days before the booking date and time.

Cancellations: are outlined below. No refunds will be issued outside of the timelines listed:

- Business hour users are required to provide notice of cancellations a minimum of 48 hours before the booking date.
- Evening and weekend users required to provide notice of cancellations a minimum of 14 days before the booking date.
- No show bookings will be charged in full.

Facility Access: Is limited to the hours shown on the contract, including setup & cleanup. All equipment must be taken down at the end of the booking. If you require additional hours, contact Recreation and Culture.

The organizer will be greeted at the front entrance 15 minutes prior to the booking. Groups must vacate the premises ten minutes after the booking time.

Onsite Contact (City Hall Caretaker): 403.315.0660.

Health and Safety: The renter assumes full responsibility for the health and safety of all participants. All accidents resulting in injury to a person(s), or damage to property, must be reported to the Recreation and Culture department 403.320.3020. Voicemail is available for use after office hours.

Group organizer must understand and be able to explain the evacuation procedures for the space rented. Please review the evacuation route that is posted in each room.

- During introductions, include a statement regarding emergency evacuation procedures by identifying the exits.
- This can be added when you identify where the washrooms are and other housekeeping announcements.

Security: Levels are dependent on the booking time:

- Business hours: City Hall is open to the public. A security guard is present at the main entrance
- After hour Culver Room bookings: City Hall will remain locked. The renter is responsible for opening the doors for their participants.
- After hour Foyer bookings: the main entrance will remain open. It is recommended that the renter organizes a security service as the renter is responsible for the security of their guests.

Damage: Should there be any damage or breakage to facilities, the renter shall pay any repair or replacement costs and assume responsibility for the actions of the members.

Equipment Requests: The renter is responsible for notifying the Recreation & Culture Team of any equipment requests; including, but not limited to: P.A. System/Sound, Power/Electrical needs. Events with bands should contact 403.320.3020 to discuss further booking requirements.

Cleanliness: The user group is responsible for performing the following by the end of the booking:

- Return tables to original positions
- Wipe up any large spills or messes
- Replace garbage bags provided. Tie plastic bags and place in large central bin

Fundraising: Is not permitted during bookings at City Hall. No exchange of money is to occur during a booking, with the exception of a Cash Bar. This includes, but is not limited to:

- Admission charges
- Donation requests
- Selling of merchandise/services
- Auctions (silent or other)

Parking: First come first serve guest parking is available in the City Hall parking lot (entrance from Stafford Dr. S). Street parking is available surrounding City Hall.

Liquor: A permit is required for the possession of alcohol within the premises. Permits must be sent to leisure@lethbridge.ca a minimum of 1 business day before the booking date. Visit [Liquor licences | AGLC](#) to obtain a permit.

The renter is responsible for posting a copy on location during the event.

Smoking: Tobacco, vaping, and cannabis smoking in public buildings is prohibited (By-Law 3896)

